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**JUSTICE CABINET DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

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**The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,  
which can be accessed at: [www.personnel.ky.gov](http://www.personnel.ky.gov)**

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**June 26, 2015**

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**ACCOUNTANT III— (Shelby County-KY Correctional Institute for Women)—Grade 10—(\$2006.08 – \$2657.70) MINIMUM REQUIREMENTS:** High school graduate. Must have four years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business administration, business education, office administration or a related field will substitute for the required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical experience will substitute for the required education on a year-for-year basis.

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**ADMINISTRATIVE SPECIALIST II—(Franklin County – Central Office/Probation and Parole)—Grade 10—(\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have one year of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

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**CHAPLAIN I—(Muhlenburg County— Green River Correctional Complex)—Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS:** Graduate of a theological or divinity school with a master's or doctorate degree in divinity, theology or a related field that must include, or be supplemented by, three months of clinical pastoral training. Experience as an ordained minister will substitute for the required education on a year-for-year basis. Must have certificate of ordination or denominational/ecclesiastical approval.

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**CORRECTIONAL LIEUTENANT- FOUR Positions (Oldham County – Kentucky State Reformatory) Grade 11—(\$2354.04 - \$3118.28) MIN REQUIREMENTS:** High school graduate. Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of the required non-supervisory experience. Must be 21 years of age.

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**CORRECTIONAL SERGEANT— THREE Positions (Lyon County – Kentucky State Penitentiary) Grade 10—(\$2500 - \$2834.88) MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

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(continued)**

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June 26, 2015

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**CORRECTIONAL SERGEANT— (Morgan County – Eastern Kentucky Correctional Complex) Grade 10—**(\$2500 - \$2834.88) **MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

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**CORRECTIONAL SERGEANT— (Muhlenberg County – Green River Correctional Complex) Grade 10—**(\$2500 - \$2834.88) **MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

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**CORRECTIONAL SERGEANT— TWO Positions (Oldham County – Kentucky State Reformatory) Grade 10—**(\$2500 - \$2834.88) **MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

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**CORRECTIONAL SERGEANT— (Oldham County – Rhoderer Correctional Complex) Grade 10—**(\$2500 - \$2834.88) **MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

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**CORRECTIONS UNIT ADMINISTRATOR I—(Shelby County – Kentucky Correctional Institute for Women) —Grade 13—**(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

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**HUMAN RESOURCE ADMINISTRATOR INSTITUTIONAL – (Franklin County/Central Office –Div. of Probation & Parole) – Grade 13 – (\$2670.20 - \$3554.70) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have one year of professional experience in business administration, management or personnel. Administrative experience or experience in the preparation, review and/or processing of personnel documents will substitute for the required education on a year-for-year basis.

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**HUMAN RESOURCE SPECIALIST II—(Muhlenberg County — Green River Correctional Complex)—Grade 11—(\$2206.92 - \$2923.38) MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 1 year of professional experience in personnel programs, business administration, public administration, research, statistics or a related field. Additional professional experience in the above fields will substitute for the required education on a year-for-year basis.

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**INSTITUTIONAL RECREATION LEADER— (Oldham County—KY State Reformatory)—Grade 11—(\$2206.92 - \$2923.38) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in recreation, physical education, special education or a related field. Experience in planned recreation, physical education, special education or a related field will substitute for the required college on a year-for-year basis

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Shelby County – KY Correctional Institute for Women) Grade 10—(\$2006.08-\$2657.70) MIN. REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

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**OFFENDER INFORMATION SUPERVISOR—(Muhlenberg County —Green River Correctional Complex) Grade 13—(\$2670.20-\$3554.70) MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in management, administration, legal, paralegal, or offender records. Administrative, management, legal, and paralegal or offender records experience will substitute for the education on a year-for-year basis.

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**OFFICE SUPPORT ASSISTANT II- (Carroll County –Probation & Parole) Grade 8— (\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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**PLUMBER LICENSED SUPERVISOR—(Shelby County—KY Correctional Institute for Women) Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Must be licensed as a master plumber by the Department of Housing, Buildings and Construction.

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**PROBATION AND PAROLE INVESTIGATOR-(Madison County—Probation and Parole) GRADE: 12 - \$2427.44 - \$3215.72 MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

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**PROBATION AND PAROLE INVESTIGATOR-(McCracken County—Probation and Parole)** GRADE: 12 -\$2427.44 - \$3215.72 **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

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**PROBATION AND PAROLE OFFICER IV— (Jefferson County—Probation & Parole)—** Grade 14—(\$2937.20 - \$3890.90) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of professional experience in probation work and/or parole work. Graduate study in law enforcement, corrections, behavioral sciences or a closely related field will substitute for the experience on a year-for-year basis. Must be 21 years of age.

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**PROBATION AND PAROLE OFFICER IV— (Warren County—Probation & Parole)—** Grade 14—(\$2937.20 - \$3890.90) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of professional experience in probation work and/or parole work. Graduate study in law enforcement, corrections, behavioral sciences or a closely related field will substitute for the experience on a year-for-year basis. Must be 21 years of age.

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**STORES OPERATIONS SUPERVISOR—(Morgan County—Eastern KY Correctional Complex)—**Grade 10—(\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** High school graduate. Must have four years of stores experience, including one year experience as a stores supervisor. College courses in business administration, management or a related field will substitute for the required experience on a year-for-year basis. Additional stores experience will substitute for the required education on a year-for-year basis.

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**Recurring Positions:**

**CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) —**Grade 9-(\$2200 - \$2,416.22)

**MIN. REQUIREMENTS:** High School or GED. Must be 21 years of age.

**PERSONNEL CABINET  
STATE OFFICE BUILDING, 1<sup>ST</sup> FLOOR  
501 HIGH STREET  
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

**To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.**

**\*\*IMPORTANT\*\***

**The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at [www.personnel.ky.gov](http://www.personnel.ky.gov).**